

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Sewer Series

E.P.W.U. CONSTRUCTION SUPERINTENDENT - SEWER

09/95 (SAC)

Summary

Under direction, plan, assign, coordinate and supervise the construction, maintenance and repair of sewer pipeline system and services.

Typical Duties

Organize and direct the construction, repair and maintenance of sewer pipeline system and services personally or through subordinate supervisors. Involves arranging, overseeing, reviewing and adjusting activities of workers engaged in: construction of new sewer lines, manholes, and dewatering system; boring of steel casings of various sizes under highways, railroads and irrigation ditches; fusing and insertion of plastic liner pipe of various sizes into existing sewer pipes; tapping of 4" sewer services into PVC sewer mains; connection of 6" or larger lines to existing sewer mains.

Plan and develop methods and sequence of operations to implement plans for construction projects. Involves: reviewing new projects in order to prepare work schedule to determine personnel, materials and equipment needed; requesting construction equipment from automotive division as required; coordinating work with other divisions, departments and public utilities; keeping records concerning work force utilization, work progress and disposition of materials.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development and maintaining records of operator certification and training; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices and complying with and enforcing health and cleanliness policies; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related administrative and other duties as required. Involves: responding to emergencies and determining remedial action; performing any duties of subordinates or coworkers, if necessary, to maintain continuity of operations during temporary absences; assuring that assigned equipment is properly maintained; preparing division budget and monitoring expenditures; maintaining records and preparing reports.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and eight years experience in sewer line construction or maintenance and repair, including four years in field maintenance at the level of Labor Lead Worker II or higher, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: the City's sewerage system; the methods, practices, tools and equipment used in the construction, maintenance and repair of sewer mains; federal and state rules and regulations relating to sewage system construction. Good knowledge of: supervisory techniques; the geography of the City.

Ability to: impartially and fairly exercise supervisory authority; plan, develop and implement maintenance programs; establish and maintain effective working relationships with fellow employees, officials, and the public; maintain records and prepare reports.

Physical Requirements: frequent exposure to noxious fumes; lift and carry heavy objects (50 - 100 pounds).

Licenses and Certificates: Texas Class "C" Driver's License; Must obtain Texas Class "C" Wastewater or Class "II" Collection Certificate of Competency within one year of appointment.

Special Requirements: subject to recall during non-working hours.

Director of Personnel

Department Head

OFFICIAL